

## **Split disbursements to travel card vendor mandatory for military service members**

Military service members who travel on temporary duty and use government credit cards, must use the split disbursement feature which automatically pays the credit card vendor, Bank of America, for credit card charges for that travel. The requirement was effective April 23, 2003.

The change is a result of Public Law 107-314, The Bob Stump National Defense Authorization Act for FY 2003, section 1008, and the Under Secretary of Defense (Comptroller) memorandum dated April 23, 2003, subject, Implementation of Legislative Changes to the Department of Defense (DoD) Travel Charge Card Program.

This requirement also affects partial/accrual payments for long-term temporary travel and local travel, if the credit card is used.

Whether filing a SF 1164 for local travel, a DD Form 1351-2 (Travel Voucher or Subvoucher), or a voucher with the Defense Travel System, the service member must include all official expenses that were charged on the credit card during the travel in the split disbursement payment to the vendor. The new procedures require the supervisor/travel approving official/reviewer to return to the traveler any claims that do not accurately reflect the charges to be sent to the credit card vendor. Money owed to the service member that is above the amount owed Bank of America will be sent by electronic funds transfer to the service member's bank account.

For claims sent to the Defense Finance and Accounting Service (DFAS), a reviewer's signature is required on the travel claim before submission for payment. For claims submitted to DFAS, effective for travel beginning on or after September 1, 2003, if block 1 on the DD Form 1351-2 is empty, the form is returned, unprocessed, to the traveler for completion of block 1. The reviewer must sign off that the split disbursement option is included and the amount of the split disbursement is accurate.

For more information on the implementation of the new policy call DSN 699-5372/5385/1049.